

**WPAOG ALUMNI SUPPORT EVENTS
ONLINE REGISTRATION REQUEST**

Please provide as much info as possible

WPAOG Business Hours: Monday - Friday 8:00am - 4:00pm
(closed for Federal Holidays)

Check and EFT payment requests **must** be submitted at least 7 business days prior. Checks are mailed on Thursdays and EFTs are transferred on Fridays.

Requestor: _____ Class/Society/Dept: _____

Email: _____ Phone: _____

Date of request: _____ Due Date: _____

Note: due date prioritized and established with Alumni Events Director & Manager. Due date based on one round of changes/corrections.

Group holding event: Society Class Parents Club USMA Other: _____

Event Name: _____ Event Location: _____

Event Date: _____ Event Time: _____

Time Zone: PDT MST CST EST

Type of Event: Conference Networking Membership Founders Day Golf Outing

Luncheon Tailgate Reunion _____

Due to our new online registration system, all sites must close at midnight the night prior to when you need the final report. Final reports will be emailed by 12:00pm Eastern Time on the date requested.

Other: Date and Time when Registration Site Closes: _____

(Please see business hours above and information to the left:)

How often would you prefer to receive reports? Every _____ week(s)

Note: The report schedule will be established based on current Alumni Events work orders and will be finalized upon the completion of this request.

Material provided with this form: Agenda Logo Work you want copied

Describe your project and any other related concerns/instructions (including attire):

Funds are transferred by check or EFT when the site closes. Indicate point of contact for transfer of funds, address, EFT info **(please see notes in red)**:

Event Pricing – Adults, Children, Cadets, Candidates, Others (specify ages for children)

Event Menu – Do registrants select a meal on the site? If so, list the meal choices below.

If you would like to schedule your EFT/Check requests prior to the start of the event, please indicate the schedule in the box above for "Funds are transferred by check or EFT". For example, you would like monthly transfers.

What other information should we collect on the registration site?

Examples: names for nametags; guest names; seating preference; special needs; dietary needs; etc.

Please list your cancellation policy to be posted on the information page.

Please list the Event POC to be posted on the information page, include phone number and email address.

Please allow at least 5 business days to complete this request.

ALUMNI EVENTS USE ONLY

**SUBMIT REQUEST
FORM**

Assigned Staff: _____

1st Draft Complete: _____

Changes Received: _____

2ND Draft Complete: _____

Signoff by Requestor: _____

Signature: _____

Date: _____

Your request has been approved / more information requested.

Date Registration Site Opens: _____ Added to CRM and BBIS: _____

Date Registration Site Closes: _____ Event Sent to Finance to be linked: _____

Reports will be emailed by close of business every ____ week(s) on:

Monday Tuesday Wednesday Thursday Friday

By Nicole Corbin Kathleen Donohoe Dawn Congiusti

Added reports schedule to Calendar: _____ Created Report: _____ Attendee Link Created: _____

In the event of Nicole or Kathleen's absence on a scheduled report day, they will coordinate a different date in advance with you or the other one will email you the report on the regularly scheduled day.